



ONEFILE EARLY YEARS

FAQ'S

What is OneFile Early Years?

A simple software that uses images, video and audio recordings to track each child's development throughout their early years, without the paper trail. It also promotes parent interaction, and creates an interactive learning journey for everyone to be a part of.

How does OneFile work?

You can log in on any PC, laptop or mobile device to securely access data on each child in your setting. With our offline app, you can collect evidence and monitor progress, wherever you are.

Where is data stored?

All data is securely stored on a cloud-based server. [You can learn more here](#)

Is data backed up?

Yes. Our entire database is backed up every 15 minutes. All live data is continuously replicated to the DRS, and hourly snapshots are enabled on network file recovery systems for rapid recoverability.

Can I share digital learning journeys with parents?

Yes. This can be shared digitally, or printed.



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Do we need WiFi?

Yes. Internet access is required for full use, but our offline app allows you to collect evidence, complete observations and access plans using any device – ideal for outside activities or rooms with limited connection. Then when you next connect to WiFi, all data can be synced to the online system.

Do we need to install secondary software?

No. There is no need for additional hardware or software – everything works online. The offline app can be downloaded from Google Play or the App Store.

How many tablets will I need?

Ideally, one for each of your practitioners. However, devices can be shared.

Will I still need to use post-its or paper-based observations?

No. From daily diaries to assessments, everything can be recorded on OneFile. You can even plan simple activities, track progress and generate reports – all completely paper-free.

Will I still need a camera to take photos?

You can do, but if you have a smartphone, tablet or laptop you can use them to capture photo evidence. You can also use them to upload the evidence directly.



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Can I add photos, videos and audio files to OneFile?

Yes. You can upload evidence in all formats. Video and audio recordings are especially useful as they capture so much more than a few notes or photos.

Can I use OneFile outside?

Yes. When you download our offline app, you can use our software wherever you are – whether you're taking a field trip or in the garden.

Will OneFile work on my phone or tablet?

Yes. Our app is fully compatible with all Apple, Android and Windows devices.

Does OneFile support the characteristics of effective learning?

Yes. Our software has been specifically designed in line with the Early Years Foundation Stage guidelines.

Can observations be reviewed before they are finalised?

Yes. They can be saved as a draft, then reviewed and edited by a senior member of staff before being sent to a parent.